

**MEMORANDUM FOR:** Deputy Directors, Assistant Directors and Office Chiefs

**SUBJECT:** Economic Utilization of Administrative Supplies and Equipment

1. Reference CIA Notice [REDACTED] with Attachment.

2. It is believed that everyone in the Agency can contribute toward the proper accomplishment of the Administration's objective for greater economy and efficiency in the Government, by joint and individual practice of supply discipline as related to above subject. A program is being initiated to reduce the cost of office supplies and equipment per person without handicapping in any way the productive effort. The program can succeed only if all personnel are encouraged to believe in and practice the principles brought to their attention.

3. It is requested that you assist at this time with the announcement and initial phase of the program by relaying the following information:

a. To Your Administrative Officers.

(1) The Agency has been in existence long enough to have almost reached the saturation point in requirements of Administrative Equipment, such as desks, chairs, tables, typewriters, etc. Future requirements will be geared to the minimum consistent with good housekeeping practices.

(2) Requests for new model typewriters and office appliance machines will not be initiated to replace older models that are still serviceable. Replacements on age basis will be made automatically at such time as Agency policy determines necessity.

(3) Requisitions for typewriters and office appliance machines will require a justification, and also a breakdown of number in use, personnel utilizing equipment, and estimated percentage of utilization of those now in use.

(4) Administrative Officers will be contacted by Building Supply Officers to schedule and participate in conducting a desk and office check to return excess supplies and equipment to supply channels.

(5) "Class A" Furniture, Pen Sets, Brief Cases, and other costly items will be placed under more rigid control. Issuance of such items will be restricted to those authorized, and records will be maintained by Building Supply Officers to insure compliance with existing regulations.

(6) Standardization of common use items will be the objective wherever possible. Requests for special type items or brand names will be restricted to the minimum essential to successful accomplishment of assigned missions.

(7) Building Stock Rooms were not established to fill requirements of overseas installations or projects. Requirements of this type will be submitted on requisitions to Supply Division, Procurement and Supply Office for necessary action.

b. To All Personnel.

(1) "Cost Consciousness" should be the uppermost thought of all employees in utilization of supplies and/or equipment.

(2) Administrative supplies are for your use in the performance of your duties.

(3) When drawing supplies, ask for only what you need and use what you are issued. Do not hoard supplies.

(4) A desk and office check to return excess supplies and equipment to supply channels, will be conducted in the near future by your Administrative Officers, in conjunction with Building Supply personnel. All employees are requested to cooperate fully with personnel assigned to this function.

(5) Waste and extravagance in the utilization of Supplies and Equipment affects all of us as taxpayers, therefore, we should be just as practical in this matter, as we are in the management of our individual households.

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